

APPENDIX A

DEPUTY SECRETARY OF DEFENSE

1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010



APR 13 1998

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Department of Defense Reform Initiative Directive #33 - Paperless DD Form 250, Material Inspection and Receiving Report

As a result of the briefings I have received on paperless contracting, I have identified the DD Form 250, Material Inspection and Receiving Report Process, as having great potential to be re-engineered and transitioned to a paperless environment. The DD Form 250 is a key multi-purpose business form supporting vital contracting functions. It is used by the defense industry as a commercial invoice for payment and by DoD to inspect and accept goods and services, as well as providing notification of shipment.

I direct the creation of a DoD-wide Working Integrated Process Team (WIPT) to re-engineer this critical process with the aim of making it paperless. I have tasked the Defense Contract Management Command (DCMC) of the Defense Logistics Agency (DLA) to lead this effort and require your support for this important project. The Commander, DCMC will establish the WIPT composed of representatives from the Military Departments, DLA, the Defense Finance and Accounting Service, and the DCMC. The team will conduct a comprehensive review and develop recommendations to streamline this business process.

The above organizations will provide Mr. Aristides Maldonado, DCMC-OF, (703)767-3355, Email-a_maldonado@hq.dla.mil, Fax- (703) 767-3377, with the name of the representative from your organization to work on this WIPT ten days after the issuance of this Directive. It is envisioned this will be a full time effort lasting approximately 60 days.

A handwritten signature in black ink, appearing to read "John J. Hamre".

John J. Hamre